

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

San Luis Obispo, California 93407

ACADEMIC SENATE

805/346-1238

Academic Senate Agenda
Tuesday, February 24, 1987
UU 220, 3:00-5:00 p.m.

2.10.87
minutes
removed

- I. Minutes: Approval of the February 10, 1987 Senate Minutes (attached pp. 2-4).
- II. Communications:
 - A. President Baker's Response to AS-238-87/CBC, Status of Women, (attached p. 5).
 - B. President Baker's Response to AS-239-87/Forger, Honorary Doctorate, (attached p. 6).
 - C. President Baker's Response to AS-240-87/EX, Lottery Funds, (attached p. 7).
 - D. 1988/89 Minor Capital Outlay Review Schedule (attached p. 8).
 - E. 1988/89 Capital Outlay Program Review Schedule (attached p. 9).
- III. Reports:
 - A. President's Office
 - B. Academic Affairs Office
 - C. Statewide Senators
 - D. Student Affairs Committee-Stebbins, Chair
 - E. University Professional Leave Committee-Terry, Chair
- IV. Consent Agenda:
- V. Business Items:
 - A. [Substitute] Resolution on Campus Smoking Policy-Andrews, Chair of the Personnel Policies Committee, First Reading (attached pp. 10-13).
 - B. Resolution on the Budgetary Process [in four parts]-Conway, Chair of the Budget Committee, First Reading (attached pp. 14-20).
 - C. Resolution on Cheating and Plagiarism-Beardsley, Chair of the Fairness Board Committee/Stebbins, Chair of the Student Affairs Committee, First Reading (attached pp. 21-22).
 - D. Resolution on Retention of Exams and Student Access to Same-Beardsley, Chair of the Fairness Board Committee/Stebbins, Chair of the Student Affairs Committee, First Reading (attached pp. 23-24).
- VI. Discussion:
- VII. Adjournment:

Memorandum

RECEIVED

To : Lloyd Lamouria, Chair
Academic Senate

JAN 29 1986

Date : January 28, 1987

File No.:

Academic Senate

Copies : M. Wilson

From : Warren J. Baker
PresidentSubject : ACADEMIC SENATE RESOLUTION REGARDING
MEMBERSHIP AND RESPONSIBILITIES OF
THE STATUS OF WOMEN COMMITTEE
(AS-238-87/CBC)

This will acknowledge your January 20 memo with which you transmitted the resolution adopted by the Academic Senate on January 13 relative to changes in the membership and responsibilities of the Status of Women Committee. I have no problems with the membership and responsibilities as proposed, but feel that I should call to your attention the fact that the Women's Council of the State University is not an officially recognized organization of the CSU, that is, it does not have the same status as the Academic Senate, or other officially appointed system-wide committees and task forces. In discussing this matter with personnel in the Chancellor's Office, it is my understanding that it was the choice of the organization not to be constituted as an officially recognized CSU organization in order that it might have greater flexibility of its own operations. I raise this issue only in regard to whether or not the Academic Senate wishes to include within its specified membership of Academic Senate committees representatives of organizations that are not an official part of the CSU. I am not sure that the issue is a critical one, and if the Academic Senate does not have a concern with this, then as far as I am concerned, the recommendation as submitted is approved.

Memorandum

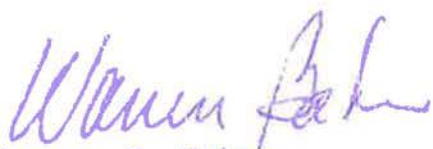
RECEIVED

To : William E. Vandament FEB 12 1987
Provost and Vice Chancellor
Academic Affairs Academic Senate

Date : February 11, 1987

File No.:

Copies :

From : 
Warren J. Baker
President

Subject : NOMINATION OF BURT RUTAN FOR HONORARY DEGREE

In response to your memo to the Presidents of December 12, I am pleased to submit the enclosed materials in support of the recommendation that an honorary Doctor of Science degree be awarded to Burt Rutan, a Cal Poly graduate and designer of the Voyager which recently completed a non-stop round the world flight.

You will note that the materials include a resolution adopted by the Academic Senate, background materials and support prepared by the Aeronautical Engineering Department, support by the Vice President of Academic Affairs, and a copy of a news release issued by the University at the time of the Voyager flight.

I am fully supportive of this recommendation and strongly endorse the request that Burt Rutan be honored by the awarding of an honorary Doctor of Science degree by the Trustees.

Enclosures

bcc: Malcolm Wilson
Lloyd Lamouria

RECEIVED

Memorandum

Feb 11 1987

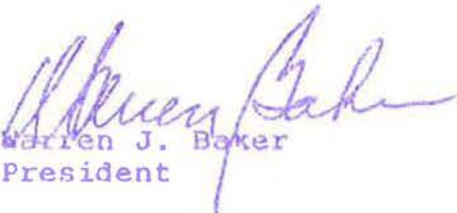
To : Lloyd H. Lamouria, Chair
Academic Senate

Academic Senate

Date : February 9, 1987

File No.:

Copies : Malcolm Wilson
James Landreth (w/att)

From : 
Warren J. Baker
President

Subject : ACADEMIC SENATE RESOLUTION ON LOTTERY FUNDS

This will acknowledge your note of January 30 with which you transmitted a copy of the resolution adopted by the Academic Senate on January 27 regarding Lottery Funds (AS-240-87/EX). I am in agreement with the general thrust and content of the resolution adopted by the Senate. As you are aware from having received a copy of my January 30 memo to Vice Chancellors Hanner and Vandament, a significant portion of the issues raised by the Academic Senate resolution are included in my letter on the lottery process.

You will also note that I provided copies of my letter to the four presidents who are members of the task force named by the Chancellor to review policies and procedures relative to the development of the 1987-88 lottery budget. I note as well that you have written to each of the presidents providing them with a copy of the Academic Senate resolution. I believe this expression of the concerns of the Academic Senate and the campus generally should provide sufficient input to those who will be reassessing the way in which the CSU handles lottery funds.

RECEIVED

MAR 13 1987

1988/89 MINOR CAPITAL OUTLAY
REVIEW SCHEDULE

Academic Senate

- | | | |
|--------------------------------------|---|--|
| March 1, 1987 | - | Executive Dean notifies school deans and division heads of guidelines and process for 1988/89 minor capital outlay program. |
| April 1, 1987 | - | School deans submit requests ranked in school priority order to Academic Vice President. Division heads submit requests ranked in priority order to Executive Dean. |
| April 1, 1987 thru
April 10, 1987 | - | Academic Vice President's staff and Executive Dean compile submitted lists into proposed university submittal. |
| April 13, 1987 | - | Academic Vice President refers proposed project list to Deans' Council and Academic Senate for review and consultation. |
| May 4, 1987 | - | Proposed project listing finalized by Academic Vice President and Executive Dean and Scheduled for Campus Planning Committee review. An information copy is sent to Academic Senate. |
| June 1, 1987 | - | Campus Planning Committee recommends final list to President for approval and transmittal to Chancellor's Office. |

RECEIVED

Feb 13 1987

Academic Senate

1988/89 CAPITAL OUTLAY PROGRAM
REVIEW SCHEDULE

- February 9, 1987 - Receipt of enrollment projections for target years from Chancellor's Office.
- February 20, 1987 - Academic Planning Staff and Executive Dean propose to Academic Vice President the distribution by discipline of campus/school totals. Concurrently, a tentative list of major capital outlay projects anticipated to be requested for 1988/89 funding will be prepared by the Executive Dean and transmitted to Academic Vice President. Academic Vice President distributes enrollment and project data to Deans' Council and Academic Senate for review and consultation.
- March 13, 1987 - Enrollment projections and tentative project listing finalized by Academic Vice President and forwarded to Executive Dean and the Academic Senate.
- March 20, 1987 - Capital Outlay enrollment projections and tentative project list reviewed by Campus Planning Committee and recommended to President for approval.
- March 22, 1987 - Enrollment projections and project listing submitted to Chancellor's Office by President.
- April 1, 1987 thru April 17, 1987 - Development of draft five-year capital improvement program based on 1988/89 project list and update of previous submission reflecting Governor's Budget request to the Legislature.
- April 17, 1987 - Draft five-year program submitted to Academic Vice President for review by Deans' Council and Academic Senate.
- April 30, 1987 - Academic Vice President returns reviewed documents to Executive Dean for scheduling before Campus Planning Committee.
- May 15, 1987 - Approved draft document forwarded to Chancellor's Office by President.
- May 18, 1987 thru June 20, 1987 - Draft document reviewed by Chancellor's Office. Final capital outlay documents submitted by university to Chancellor's Office for presentation to Board of Trustees July 14-15, 1987.

RECEIVED

TO: Lloyd Lomax, Chair
Academic Senate

1 FEB 9 1967 February 8, 1967

FROM: Personnel Policies Committee *Academic Senate*
cc: Richard Brug

Subject: Campus Smoking Policy

On Wednesday, February 8, 1967, the Personnel Policies Committee met and discussed the changes proposed by the Public Safety Advisory Committee. The Personnel Policies Committee unanimously concurred with the document the Public Safety Advisory Committee had prepared.

The final document (attached) combines the elements of AS-226-06/PPC with existing campus policy. The final result is a clear indication that Cal Poly is a no-smoking campus except where explicitly permitted.

We recommend the presentation of this document to the Executive Committee, and then to the Senate, if necessary, for their approval, as a substitute for AS-226-06/PPC.

RESOLUTION
CAMPUS SMOKING POLICY
(SUBSTITUTE RESOLUTION FOR AS226-06/PPC)

- WHEREAS, The Academic Senate previously approved a resolution regarding a new campus smoking policy; and
- WHEREAS, The Senate approved policy was submitted by President Baker to the Public Safety Advisory Committee for review and comment; and
- WHEREAS, That Committee proposed language changes which would strengthen the Senate document; and
- WHEREAS, The Personnel Policies Committee concurs with these changes; therefore be it
- RESOLVED: That the attached document be approved as the Cal Poly policy on smoking on campus, superseding any other policy on the subject.

UNIVERSITY SMOKING POLICY

1. In accordance with Section 19262 of the California Government Code, the following policy and procedures regarding smoking on campus are established in recognition of the rights of nonsmokers to a smoke-free environment.
2. "Smoke" or "smoking" as defined in this policy includes the use of a pipe, cigar, or cigarette of any kind in which a substance is burning.
3. Smoking shall be permitted only in designated areas campus-wide at all times.
4. Smoking is not permitted during formal meetings, which includes office hours. A formal meeting is defined as an assembly of two (2) or more persons by prior announcement for the purpose of conducting business. Individuals responsible for conducting formal meetings will, if possible, arrange for breaks at least every two (2) hours to accommodate those who smoke.
5. Supervisors/managers/administrators will pursue various options in an effort to accommodate everyone's needs in their respective work areas. However, if such accommodation is not achievable, the rights of the nonsmoker shall prevail.
6. These policies are applicable to all facilities on campus, including the University Union and Foundation facilities, with exception being made for the student rooms in the resident halls and other private residences.
7. These policies are applicable to enclosed areas only, including state automotive vehicles containing more than one passenger.
8. Complaints arising out of alleged violations of this policy shall be directed to the Personnel Office. The Personnel Office shall interpret the policy and cause it to be enforced.
9. When conflict occurs in the implementation of this policy, the Director of Personnel, or designee, will determine the course of action in consultation with the concerned supervisor and the section staff, if they desire to be included.
10. The Director of Personnel, or designee, is responsible for implementation of this policy and will establish periodic review procedures to ensure conformity. The Facilities Planning staff is available to assist with physical rearrangements to the extent funds are available.
11. This policy shall supersede any existing smoking policies at California Polytechnic State University where conflict in policy exists.

Adopted: August 5, 1986

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-226-86/PPC

RESOLUTION ON
CAMPUS SMOKING POLICY

- WHEREAS, There is an increasing awareness of the health hazards of smoking; and
- WHEREAS, There is an increasing awareness by individuals to avoid the potential hazards of being in the presence of smoking materials at any time; therefore, be it
- RESOLVED: That California Polytechnic State University adopt the following policies in regard to when and where smoking may occur without the smoke being offensive to others:
1. "Smoke" or "smoking", as defined in this policy, means and includes the carrying of a pipe, cigar, or cigarette of any kind in which a substance is burning.
 2. Smoking is not permitted in department, school, or other administrative offices, classrooms, laboratories, theatres, restrooms, elevators, gymnasiums or enclosed stairways. Lobbies adjacent to these areas may be designated smoking areas. All hallways adjacent to faculty offices are nonsmoking areas.
 3. Smoking will be permitted in enclosed areas other than those listed above only if posted 'SMOKING PERMITTED'. An exception is made for private offices.
 4. Smoking is not permitted in the library, except where specifically permitted by posted signs.
 5. In eating/drinking areas seating thirty (30) or more people, no more than fifty percent (50%) of the area may be set aside and posted as a 'SMOKING PERMITTED' area. The area shall be separated and well-ventilated.
 6. Smoking is not permitted during formal meetings, which includes office hours. A formal meeting is defined as an assembly of two (2) or more persons by prior announcement for the purpose of conducting business. Individuals responsible for conducting formal meetings will, if possible, arrange for breaks

**AS-226-86/PPC
Resolution on Campus Smoking Policy**

Page Two

at least every two (2) hours to accommodate those who smoke. If the meeting is small, with no more than four (4) persons involved, then by mutual agreement an exception may be made. No exceptions are permitted during interviews.

7. Smoking may be permitted during information meetings of two (2) or more persons in the course of daily work provided there is no objection by anyone present. Casual meetings or discussion does not constitute a basis for nonsmoking if within a private office of a person who smokes.
8. Each employee is encouraged to identify his/her individual work space as either a nonsmoking or a smoking area.
9. Supervisors/managers/administrators will pursue various options in an effort to accommodate everyone's needs in their respective work areas. However, if such accommodation is not achievable, the rights of the nonsmoker shall prevail.
10. These policies are applicable to all facilities on campus, including the University Union, with exception being made for the student rooms in the resident halls.
11. For those events which are organizationally self-operated and held in the University Union or in Foundation facilities, the individual organization may present a plan to ensure compliance with the intent of these policies to the responsible managers of these facilities. In the case where no plan is presented, these policies shall be assumed as being applicable.
12. These policies are applicable to enclosed areas only, including state automotive vehicles containing more than one passenger. An exception may be made with total concurrence of all occupants of the vehicle.
13. Complaints arising out of alleged violations of this policy shall be directed to the Public Safety Advisory Committee (PSAC). The PSAC shall interpret the policy and cause it to be enforced.
14. This policy shall supersede any existing smoking policies at California Polytechnic State University where conflict in policy exists.

Proposed By:
Personnel Policies Committee
July 8, 1986
Revised August 5, 1986

Memorandum

To : Lloyd Lamouria, Chair
Academic Senate

Date : February 6, 1987

File No.:

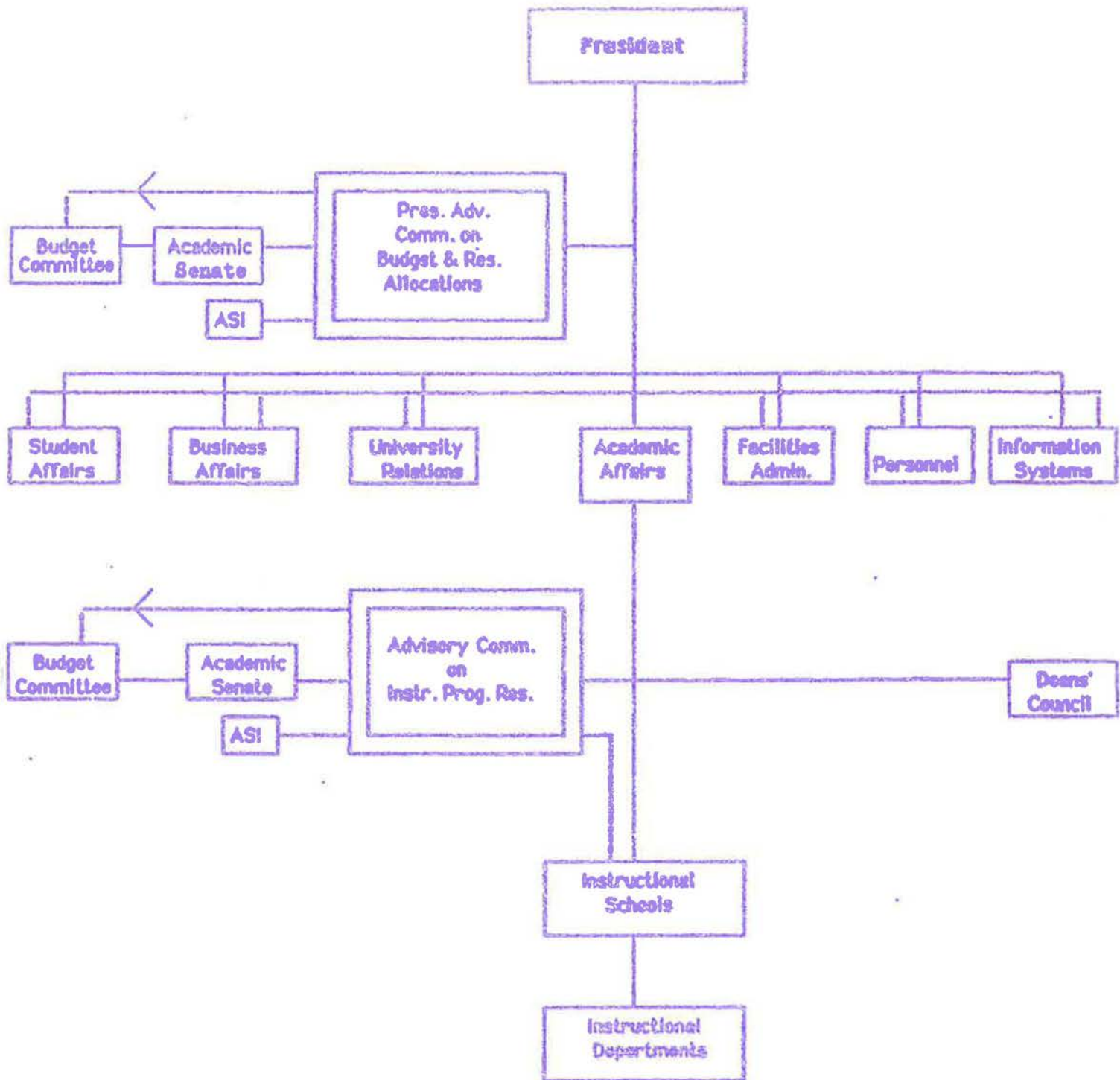
Copies : A.S.B.C. Members
Malcolm Wilson

From : Jim Conway, Chair Academic Senate Budget Committee *JCC*

Subject : Proposed Budgetary Process Model for Cal Poly

The Budget Committee at its meeting on Thursday, February 5, 1987, unanimously M/S/P that the attached resolutions, prepared by the Budgetary Process Subcommittee be forwarded to the Chair of the Academic Senate as a final report for action by the Executive Committee and the full Academic Senate.

Attachment(1)



— Indicates Information Flow
— Indicates Line/Staff Reporting Relationship

RESOLUTIONS CONCERNING THE BUDGETARY PROCESS

BACKGROUND STATEMENT

In a memorandum dated December 13, 1984, the Chancellor transmitted the Board of Trustees's policy that committees which include faculty and students should exist to advise the President on budget policy, planning, and resource allocation. The memorandum stated the policy in the following way. "Insure that committees which include students, faculty, and any other appropriate constituency exist at each of the campuses and at the system level to advise the Presidents and Chancellor, respectively, on budget policy, planning and resource allocation." This policy involved the total budget of the campus as well as the resource allocations of all programs.

For several years the Budget Committee of the Academic Senate has tried to develop a formal procedure by which faculty input into the budgeting process at Cal Poly could be achieved. The resolutions on the budgetary process, that comprise this package, are the outgrowth of over a year and a half of meetings of a Budgetary Process Subcommittee of the Academic Senate Budget Committee, which included a representative from the Academic Affairs Office. The resolutions concerning the Budget Process and Instructional Program Resources are presented for approval by the Academic Senate. This approval would constitute an endorsement of two committees, The President's Advisory Committee on Budgets and Resource Allocation, and the Advisory Committee on Instructional Resources, that have already been created, are functioning, and have Academic Senate representation.

Attached to this resolution package is a flowchart showing how the various campus entities and newly proposed committees would fit into the University's organizational structure. The role of the Academic Senate Budget Committee, as presented in the bylaws, would remain essentially unchanged. It would still be primarily a policy body involved in providing input where there are proposed changes in allocation models, and in making sure that budget information concerning allocations and expenditures made by schools and departmentally is made available to the faculty.

It is the belief of the Academic Senate Budget Committee that integrally related to the issue of resource allocation are the twin concepts of Long Range Planning and Program Evaluation. Because of this belief, two additional resolutions dealing with Long Range Planning and Program Evaluation, directed to the Long Range Planning Committee for action, are submitted as part of this package.

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-____-86/____

RESOLUTION ON
THE BUDGET PROCESS

- WHEREAS, The resource allocation process should be an open and formal process; and
- WHEREAS, The faculty, staff, and students of the university should be permitted input into the budgetary process prior to the approval of the allocation of the university budget; therefore, be it
- RESOLVED: That the President's Advisory Committee on Budgets and Resource Allocation shall be charged with recommending to the President allocation of resources to university program areas; and be it further
- RESOLVED: That the President's Advisory Committee on Budgets and Resource Allocation shall be charged with recommending to the President policies and procedures to implement this allocation process; and be it further
- RESOLVED: That no allocation requests shall be submitted to the President without previously having been submitted to the President's Advisory Committee on Budgets and Resource Allocation; and be it further
- RESOLVED: That the allocation process shall strive to allow sufficient time for consultation with the Deans' Council, the Academic Senate, and the ASI; and be it further
- RESOLVED: That periodic reports of the President's Advisory Committee on Budgets and Resource Allocation shall be made available to the President's Council, the Deans' Council, the Academic Senate, and the ASI; and be it further
- RESOLVED: That agenda, minutes, and copies of full recommendations of the President's Advisory Committee on Budgets and Resource Allocation be provided to the Chair of the Academic Senate and to the members of the Academic Senate Budget Committee concurrently with the members of the President's Advisory Committee on Budgets and Resource Allocation; and be it further
- RESOLVED: That the membership of the President's Advisory Committee on Budgets and Resource Allocation shall consist of:
- Vice President, Academic Affairs
 - Vice President, Business Affairs (Chair)
 - Vice President, Information Systems
 - Chair, Academic Senate or designee
 - Dean of Student Affairs
 - Executive Dean, Facilities Administration
 - President, Associated Students Incorporated (ASI) or designee
- Staff support will be provided by the Associate Vice President for Academic Resources, the Budget Office, the Associate Dean of Student Affairs, and other personnel as might be required.

Proposed By:
Budget Committee
February 17, 1987

Adopted: _____

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-____-86/____

RESOLUTION ON
INSTRUCTIONAL PROGRAM RESOURCES

- WHEREAS, The instructional program resource allocation process should be an open and formal process; and
- WHEREAS, The faculty, staff, and students of the university should be permitted input into this process prior to the approval of the allocation of the university budget; therefore, be it
- RESOLVED: That the Advisory Committee on Instructional Program Resources shall be charged with recommending to the Vice President for Academic Affairs allocation of resources to instructional programs; and be it further
- RESOLVED: That the Advisory Committee on Instructional Program Resources shall be charged with recommending to the Vice President for Academic Affairs policies and procedures to implement this process; and be it further
- RESOLVED: That all requests for use of resources allocated by the President to instruction shall be submitted to the Advisory Committee on Instructional Program Resources; and be it further
- RESOLVED: That this allocation process shall strive to allow sufficient time for consultation with the Deans' Council, the Academic Senate, and the ASI; and be it further
- RESOLVED: That agenda, minutes, and copies of full recommendations of the Advisory Committee on Instructional Program Resources be provided to the Chair of the Academic Senate and to the members of the Academic Senate Budget Committee concurrently with the members of the Advisory Committee on Instructional Program Resources; and be it further
- RESOLVED: That the membership of the Advisory Committee on Instructional Program Resources shall consist of:
- Vice President for Business Affairs or designee
Associate Vice President for Academic Affairs (Chair)
Associate Vice President for Academic Resources
Chair, Academic Senate or designee
President, Associated Students Incorporated (ASI) or designee

Proposed By:
Budget Committee
February 17, 1987

Adopted: _____

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-____-86/____

RESOLUTION ON
LONG-RANGE PLANNING

- WHEREAS, Long-range planning is an integral part of university planning and resource allocation; and
- WHEREAS, There is a need to develop a more formal unified campus long-range planning process; therefore, be it
- RESOLVED: That the Academic Senate Long-Range Planning Committee be charged to recommend policies and procedures for the implementation of a long-range planning process which links planning and resource allocation within the university; and be it further
- RESOLVED: That these recommended policies and procedures be subject to approval by the Academic Senate; and be it further
- RESOLVED: That these recommended policies and procedures be subject to approval by the President; and be it further
- RESOLVED: That any reports concerning long-range planning shall be made available to the President's Advisory Committee on Budgets and Resource Allocation, the Advisory Committee on Instructional Program Resources and other committees as necessary.

Proposed By:
Budget Committee
February 17, 1987

Adopted: _____

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-____-86/____

RESOLUTION ON
PROGRAM EVALUATION

- WHEREAS, Program evaluations should be an integral part of university planning and resource allocation; and
- WHEREAS, The current process is not an integral part of university planning and resource allocation; therefore, be it;
- RESOLVED: That the Academic Senate Long-Range Planning Committee be charged to recommend policies and procedures for the implementation of an evaluation process which links program evaluation with planning; and be it further
- RESOLVED: That these recommended policies and procedures be subject to approval by the Academic Senate; and be it further
- RESOLVED: That these recommended policies and procedures be subject to approval by the President; and be it further
- RESOLVED: That these program evaluations be made available to the President's Advisory Committee on Budgets and Resource Allocation, the Advisory Committee on Instructional Program Resources, and other committees as necessary.

Proposed By:
Budget Committee
February 17, 1987

Adopted: _____

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-____-86/____

RESOLUTION ON
CHEATING AND PLAGIARISM

- WHEREAS, The present CAM policy on cheating is extremely short and lacks definition; and
- WHEREAS, There are differences from department to department regarding the definition and handling of cheating offenses; and
- WHEREAS, It would be desirable to add further language regarding plagiarism to the CAM policy; therefore, be it
- RESOLVED: That the present guidelines on cheating (CAM 674) be modified as outlined below:

674 Cheating

674.1 ~~First offense for cheating is an "F" course grade, and further attendance in that class is prohibited. A report in writing including evidence must be made by the instructor to the department head. The department head will notify the Dean of Students of the action taken.~~

674.2 ~~Second reported offense is considered sufficient cause for the initiation of disciplinary action in accordance with the current Student Disciplinary Procedures of The California State University and Colleges.~~

674.3 ~~A student wishing to challenge the course instructor's decision that a cheating offense has been committed may appeal to the head of the department in which the course is offered, the dean of the school, and ultimately to the Fairness Board for a hearing in accordance with procedural due process. This is a committee of the Academic Senate; see Appendix II for details of procedures.~~

674.1 Definition of Cheating. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating may include: lying; copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

RESOLUTION ON CHEATING AND PLAGIARISM
AS-____-87/____

Page Two

- 674.2 Definition of Plagiarism. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.
- Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming without credit or originality.
- 674.3 Policy on Cheating. Cheating requires an "F" Course grade and further attendance in the course is prohibited. The instructor is obligated to place evidence of the cheating in writing before the Dean of Students with copies to the department head of the course involved, to the student, and to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that an appeal is possible through the Fairness Board.
- Instructors should be diligent in reducing potential opportunities for cheating to occur.
- In the event that the Dean of Students identifies a student to be guilty of more than one cheating offense, this shall be considered sufficient cause for the initiation of disciplinary action.
- 674.4 Policy on Plagiarism. Plagiarism may be considered a form of cheating and subject to the same policy described in Section 674.3 above. However, as there may be a fine line between plagiarism and editorship with poor attention to format, some instructor discretion is appropriate. In the event of plagiarism, an instructor may choose to counsel the student and offer a remedy which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. An appeal is possible through the Fairness Board.

Proposed By:
Student Affairs Committee/
Fairness Board Committee
February 17, 1987

Adopted: _____

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Background statement: During the 1985/86 academic year, the Fairness Board was asked to draft policies on retention of exams by faculty, and student access to exams and other evaluation instruments. At present, there are no provisions within CAM regarding these topics.

AS-____-86/____

RESOLUTION ON
RETENTION OF EXAMS AND STUDENT ACCESS TO SAME

- WHEREAS, Students have occasionally experienced problems in the past gaining access to exams and other evaluation instruments; and
- WHEREAS, Faculty currently have no formal obligations as far as retention of evaluation materials; and
- WHEREAS, It would be desirable to have a uniform policy on the campus, for the sake of fairness and resolution of any student/faculty disagreement; therefore, be it
- RESOLVED: That the policy listed below be added to the appropriate section of CAM:

*** Retention of Exams and Other Evaluation Instruments

***.1 Faculty Responsibilities Regarding Retention of Exams and Other Evaluation Instruments

Exams, papers, projects, or other tangible items used in the evaluation of students need not be retained by the instructor beyond the end of the term of evaluation. If there was an announced opportunity for students to retrieve same during the term.

For final exams or other evaluation instruments where no announced opportunity for student review existed before the end of the term, instructors should retain the materials for one full quarter. While special situations may arise requiring deviation from this goal, instructors will be responsible to defend any deviation in the event of a subsequent review of a student's evaluation.

***.2 Student Access to Evaluation Instruments

Upon request, instructors should offer students access to all exams, papers, projects or other items used in evaluation which have been retained by the instructor. (See policy on retention, Section _____ above). At the discretion of the instructor, access may be restricted, such as permitting access only in the instructor's presence during office hours.

RESOLUTION ON RETENTION OF EXAMS
AND STUDENT ACCESS TO SAME
AS-____-87/____

Page Two

In the event of a student grade grievance, the Fairness Board shall be given access to available evaluation instruments.

Proposed By:
Fairness Board Committee/
Student Affairs Committee
February 17, 1987